

REVISED DRAFT

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11
April 1968

MEMORANDUM FOR: Executive Director - Comptroller
Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Science and Technology

SUBJECT : Review of Deposits in the Records Center

1. The records storage problem of the Agency has become critical. We now have 102,000 cubic feet of records in the Records Center. The capacity of the Center is only 106,800 cubic feet. The net growth last year was 10,000 feet. We have arranged for storage of 25,000 cubic feet at the Federal Records Center in Suitland, Maryland until December 1970. At the present rate of growth we will have exceeded the extra capacity before that date. Your assistance is urgently needed to review your records holdings at the Center and the disposal instructions in your Records Control Schedules with the objective of reducing the volume of deposits as much as ~~as~~ possible. ²

~~by~~ I ask that you give your personnel attention to this problem and lend your support to a program in ~~your~~ ^{under your jurisdiction} offices to help us work toward gaining some relief.

2. The Agency Records Administration Officer has compiled individual listings of the records deposits made by your components. He will forward these to the Records Management Officer concerned and request him to review the list with the component official responsible for each specific deposit.

*on 12/20/68
inactive office records
March 1968*

3. The corrective action should concentrate in these three areas

- a. Permanent Records: The Agency has ^{about 12,000} ~~18,150~~ cubic feet of records ^{data} scheduled to be kept in storage "forever".
- b. Temporary Records: About ^{14,000} ~~13,100~~ cubic feet are scheduled for disposal at dates from one to 120 years in the future. For the next five years the schedules list an average disposal of 1,200 cubic feet per year.
- c. Indefinite Records: There are ^{approximately 40,000} ~~38,805~~ cubic feet of records in the Records Center with no specific disposition instructions. Some deposits list a future date for another review of the old files. Responsible officials must establish whether these are permanent or temporary.

I would appreciate a positive action on every deposit to insure the accuracy of the scheduled retention period and to eliminate any semblance of procrastination and indecision.

4. Despite the pressing need, we must be careful not to destroy records required by law or for historical purposes. Consequently, your Officers should be cautioned to take records disposal action in accordance with their approved Records Control Schedules. They should deal with their Records Management Officers to arrange for revisions to the Schedules or to recall, review, and efficiently repackage some of the deposits where necessary.

R. L. BANNERMAN
Deputy Director
for Support